

**Victorian Purchasing Guide**  
**for**  
**LGA Local Government**  
**Training Package**  
**Release 1**  
  
**May 2021**

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## Victorian Purchasing Guide — Release History

**Note:** RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](#) for more information)

Training Package Release	Date VPG Approved	Comments
LGA Local Government Training Package Release No 1	7 May 2021	This Victorian Purchasing Guide reflects the full transition of qualifications and units from the LGA04 Local Government Training Package to the Standards for Training Packages and includes: <ul style="list-style-type: none"><li>• One (1) new and four (4) revised qualifications.</li><li>• Nineteen (19) new units of competency</li><li>• 11 revised units of competency</li></ul>

# LGA Local Government Training Package Release 1 Victorian Purchasing Guide

## CONTENTS

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<b>INTRODUCTION</b>	<b>2</b>
What is a Victorian Purchasing Guide?	2
Registration	2
Transition	2
<b>QUALIFICATIONS</b>	<b>3</b>
<b>UNITS OF COMPETENCY AND NOMINAL HOURS</b>	<b>4</b>
<b>CONTACTS AND LINKS</b>	<b>6</b>
<b>GLOSSARY</b>	<b>7</b>

## INTRODUCTION

### *What is a Victorian Purchasing Guide?*

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

### *Registration*

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

### *Transition*

The relationship between new units and any superseded or replaced units from the previous version of **LGA Local Government Training Package Release 1** is provided in the Training Package Companion Volume Implementation Guide. (See [Companion Volumes](#) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **Local Government Training Package Release 1** is conducted against the Training Package units of competency and complies with the assessment requirements.

## QUALIFICATIONS

<b>Code</b>	<b>Title</b>	<b>Minimum Payable Hours</b>	<b>Maximum Payable Hours</b>
LGA20120	Certificate II in Local Government	428	450
LGA30120	Certificate III in Local Government	631	664
LGA40120	Certificate IV in Local Government	755	795
LGA50120	Diploma of Local Government	922	970
LGA50220	Diploma of Local Government – Elected Member	523	550

## UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
LGACOR001	Work in local government	70
LGACOR002	Administer rates	60
LGACOR003	Determine rates and charges	60
LGACOR004	Review rates	40
LGACOR005	Represent council in the community	50
LGACOR006	Provide public education	50
LGACOR007	Conduct community consultations	60
LGACOR008	Provide advice to council	50
LGACOR009	Manage grants	60
LGACOR010	Oversee asset management strategy	60
LGACOR011	Analyse financial reports and budgets	50
LGAMEM001	Meet elected member responsibilities	100
LGAMEM002	Perform elected member functions	50
LGAMEM003	Contribute to high level strategic decision making	50
LGAOPS001	Prepare for operational works	60
LGAOPS002	Prepare site for new operational works	40
LGAOPS003	Develop works maintenance schedule	60
LGAOPS004	Evaluate works maintenance needs and priorities	40
LGAOPS005	Manage civil plant and resources	60

Unit Code	Unit Title	Nominal Hours
LGAPLA001	Interpret and apply development planning legislation, schemes and instruments	150
LGAPLA002	Perform minor development assessments	100
LGAPLA003	Assess development applications and implement planning scheme	80
LGAPLA004	Identify native title issues relevant to local government	60
LGAPLA005	Protect heritage and cultural assets	50
LGAPRO001	Interpret and apply property management legislation	100
LGAPRO002	Administer property	60
LGAPRO003	Administer and apply road legislation	60
LGAREG001	Implement parking controls	20
LGAREG002	Provide evidence in court	50
LGAREG003	Manage conflict situations in a regulatory environment	40



## CONTACTS AND LINKS

<b>Curriculum Maintenance Manager (CMM)</b>		
CMM Business Industries	The CMM Service is provided on behalf of Higher Education and Skills.  CMM Service Executive Officers can assist with questions on payable and nominal hours.	Alan Daniel Executive Officer  Address: C/- Chisholm Institute PO Box 684 Dandenong VIC 3175 Ph: (03) 9238 8501 Email: <a href="mailto:alan.daniel@chisholm.edu.au">alan.daniel@chisholm.edu.au</a>
<b>Service Skills Organisation (SSO)</b>		
Skills IQ	This SSO is responsible for developing this <b>LGA Local Government Training Package</b> and can be contacted for further information.	Phone: +61 2 9392 8100 Email: <a href="mailto:enquiries@skillsiq.com.au">enquiries@skillsiq.com.au</a> See <a href="#">Skills IQ website</a> for more information.
<b>National Register for VET in Australia</b>		
Training.gov.au (TGA)	TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	See the <a href="#">National Register</a> for more information.
<b>Australian Government</b>		
Department of Education, Skills and Employment	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	See the <a href="#">Commonwealth Department of Education, Skills and Employment website</a> for more information.
<b>State Government</b>		
Department of Education and Training (DET)	DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.	(03) 9637 2000 See the <a href="#">Victorian Department of Education and Training website</a> for more information.
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 See the <a href="#">ASQA website</a> for more information.
<b>Victorian State VET Regulatory Authority</b>		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806 See the <a href="#">VRQA website</a> for more information.

## GLOSSARY

<b>Code</b>	Nationally endorsed Training Package qualification code.
<b>Title</b>	Nationally endorsed Training Package qualification title.
<b>Unit Code</b>	Nationally endorsed Training Package unit code.
<b>Unit Title</b>	Nationally endorsed Training Package unit title.
<b>Maximum Payable Hours</b>	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
<b>Scope of Registration</b>	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
<b>Nominal Hours</b>	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.